

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**WATER PRODUCTION SUPERINTENDENT
WATER RESOURCES DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs supervisory and administrative work in ensuring proper day-to-day operation of three (3) City water treatment plants, water storage tanks, pump stations, reservoir dams, SCADA system, watershed management, chemical storage, asset management, ISO 14001: 2004, and associated facilities. Employee reports to Water Resources Operations Manager or Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs supervisory and administrative work ensuring proper day-to-day operation of City water treatment plants, water storage tanks, pump stations, SCADA system, watershed management, reservoir dams, chemical storage and associated facilities. Work involves planning, organizing, assigning and directing personnel assigned to operations of the water treatment plants, water storage tanks, pump stations, watershed management and associated facilities, including coordinating maintenance of plant facilities, implementing safety and emergency operating procedure guidelines, and providing assistance and guidance for training and certification opportunities. Employee is responsible for preparation of the water production department's budget, monitoring expenditures and preparing records and reports required for submission to governmental oversight agencies. Employee must monitor and implement the Water Production Emergency Response Plan. Employee must exercise independent judgment and initiative in completing assignments. Employee must also exercise tact and courtesy in frequent contact with City residents, City officials, subordinates and co-workers. Employee must have a thorough knowledge of Asset Management procedures and ISO (International Standards Organization) 14001 – Environmental Management Standards: 2004. Work is performed with considerable independence under limited supervision of the Water Resources Operations Manager or Director and is evaluated through conferences, reports and observation.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Directs activities of water treatment plant supervisors and staff to ensure delivery of potable drinking water to the City distribution system and discharge of water effluent to the water bodies of North Carolina.

Establishes operational procedures and methods to ensure compliance with federal, state and local laws, regulations and guidelines concerning water quality and potability; instructs and advises subordinates, as necessary, resolving problems as non-

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routine situations arise. Monitor Environmental Protection Agency (EPA) standards for water turbidity to ensure compliance of standard.

Monitors laboratory data to ensure compliance with water quality standards, including lead analysis within the water system.

Directs the activities of a technical and clerical staff involved with the City's water production facilities.

Develops department budget proposals, and administers appropriated funds; approves purchases; prepares and codes bills to proper budget line-item expenditures; reviews time cards and processes payroll records.

Directs and monitors the activities of the watershed management program, including maintenance of road infrastructure, bridges, streams, culverts, trees, etc.

Monitors reservoir dams on an annual or more often basis to ensure compliance with State and federal requirements. Ensures dam is inspected by certified dam inspectors on an annual basis and all concerns and/or problems are corrected immediately.

Directs and monitors the activities of the Water Production Maintenance Supervisor, including scheduled and emergency service and maintenance to pumps and reservoirs.

Monitors and implements Emergency Response Plan for water production, including chemical spills; dam operation during flooding and natural disaster events including operation flood control gates, spillway containment, intake damage and earthen dam damage.

Monitors and manages fire response plan and catastrophic events abatement within the Bee Tree and North Fork watersheds.

Prepares specifications for solicitation of bids from vendors for annual capital improvement projects.

Prepares a variety of routine and special reports to include correspondence, letters of non-compliance and reports for appropriate state and federal agencies, annual reports, allocation requests to regional water authority, etc.

Makes oral presentations before business, civic, school, church and/or other groups, as appropriate, on topics pertaining to water.

Conducts and attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the fields of water, water treatment and treatment plant administration.

Confers with vendors, contractors, City Engineer, and state and federal agencies.

Responds to questions and complaints from City residents regarding water production issues.

Performs safety and operation inspections of City water production facilities.

Monitors the work and progress of contractors as project managers.

Analyzes daily, weekly, and monthly data to determine optimal operation of water treatment plants, pumps and reservoirs, and watershed operations.

Monitors ISO 14001:2004 standards and water production compliance data on a weekly and monthly basis to ensure standards are being met and maintained. Conducts internal surveillance audits to ensure compliance standards are being achieved.

Monitors semi-annual ISO 14001:2004 NSF audits.

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Manages water production Asset Management program including on-line production manuals and training, CMMS (Computer Maintenance Management Systems) computer program for maintenance of equipment and facilities.

Function as overall Operator-In-Charge (ORC) for all water production facilities for State ratings.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operating principles and practices, and the maintenance requirements of water treatment, water storage tanks, and pump station pumping equipment and machinery.

Considerable knowledge of the occupational hazards and safety precautions associated with water plant operations and related activities.

Considerable knowledge of the mechanical maintenance and lubrication requirements of the equipment operated.

Considerable knowledge of federal, state, and local laws, ordinances and regulations pertaining to the treatment of water for distribution as drinking water and discharge of water to the water bodies of North Carolina.

Considerable knowledge of standard laboratory principles, techniques, terminology and equipment.

Considerable knowledge of watershed best management practices.

Considerable knowledge and ability to manage and implement Emergency Response Plans for dam flood control, spillway management, and chemical spills.

Considerable knowledge of catastrophic event abatement including fire control, high wind damage and other natural disasters which may affect water quality within the watersheds.

Considerable knowledge of Asset Management practices and ISO 14001:2004 standards.

Considerable knowledge of SCADA systems, personal computer operations, including spreadsheets, presentations, and word processing.

General knowledge of CMMS computer software including scheduling of preventive maintenance and tracking maintenance schedules and costs.

General knowledge of chemistry as applied to water treatment.

Ability to recognize breakdowns in water treatment equipment.

Ability to supervise the work of others.

Ability to understand and follow specified operating and recording procedures.

Ability to make minor repairs of equipment operated.

Ability to exercise independent judgment based on training and experience in making decisions and coordinating the proper operation of equipment.

Ability to detect defects and to take appropriate action in the operation of water and water equipment, chemical feed systems and other related equipment.

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Ability to secure the requisite operator's certificate as required by work assignments.

Ability to keep accurate records and prepare reports.

Ability to communicate effectively orally and in writing.

Ability to give oral presentation before large groups of people.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in environmental science or a related field, with a master's degree preferred, and 6 to 9 years of progressively responsible experience in water or sewer system operations; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Possession of a Class "A" Water Treatment Certificate and Class II Physical/Chemical Waste Water Certificate issued by the North Carolina Department of Environment, Health and Natural Resources or ability to achieve certifications within 24 months of date of hire.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed)

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and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 22
Exempt